

## **UPSC SO Steno Syllabus**

UPSC SO Steno syllabus has been prescribed by the commission for all the subjects. The candidates should always use the subject-wise syllabus to clear the exam and get the [UPSC SO Steno admit card](#) for the next round.

<b>Subject</b>	<b>UPSC SO Steno Syllabus</b>
Paper 1	<ul style="list-style-type: none"><li>◦ The principles of the Constitution of India</li><li>◦ Rules of Procedure and Conduct of Business in Lok Sabha and Rajya Sabha The organization of the machinery of the Govt. of India</li><li>◦ Designation and allocation of subjects between Ministries, Departments and Attached &amp; Subordinate Offices and their relation inter Se. (iv) RTI Act, 2005.</li></ul>
Paper 2 (for Category I,	<ul style="list-style-type: none"><li>◦ Manual of office procedure (latest edition)</li></ul>

IV, VIII & IX)

- Notes on office procedure issued by the Institute of Secretarial Training and Management.
- Handbook of orders regarding the use of Hindi for the official purpose of the Union issued by the Ministry of Home Affairs. (for Category I & IV only)
- Fundamental and Supplementary Rules (A.G.P.&T's compilation, Chaudhury's compilation, Swamy's compilation).
- The Central Civil Services (Pension) Rules.
- The Central Civil Services (Conduct) Rules.
- The Central Civil Services (Classification, Control and Appeal) Rules.
- Central Civil Service (Leave) Rules.  
Compilation of the General Financial Rules, (Revised and Enlarged).  
Delegation of Financial Power Rules.

	Intelligence Bureau Standing Orders (for Category VIII only).
Paper 2 (for Category H & V)	<ul style="list-style-type: none"> <li>◦ Manual of office procedure (latest edition).</li> <li>◦ Notes on office procedure issued by the I.S.T.M.</li> <li>◦ Handbook of orders regarding use of Hindi for the official purpose of the Union issued by the Mm. of Home Affairs.</li> <li>◦ Fundamental and Supplementary Rules (A.G.P. &amp; T's compilation, Chaudhury's compilation, Swamy's compilation).</li> <li>◦ The Central Civil Services (Pension) Rules.</li> <li>◦ The Central Civil Services (Classification, Control and Appeal) Rules.</li> <li>◦ Compilation of the General Financial Rules (Revised and enlarged). Delegation of Financial Power Rules. Indian Foreign Service (PLCA) Rules.</li> </ul>

	<p>Financial Powers of Government of India's Representatives abroad.</p> <ul style="list-style-type: none"> <li>◦ Assisted Medical Attendance Schemes.</li> <li>◦ Indian Foreign Service (Conduct and Discipline) rules.</li> </ul>
Paper 2 (for Category III & VI!)	<ul style="list-style-type: none"> <li>◦ Manual of Office Procedure issued by the Mm. of Railways (Railway Board).</li> <li>◦ Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Mm, of Home Affairs.</li> <li>◦ Indian Railway Admn. and Finance (excluding Chapters V, VI, VIII &amp; IX).</li> <li>◦ Indian Railway Financial Code Vol. I (excluding Chapter II and VI).</li> <li>◦ Indian Railway Establishment Code Vol. I.</li> <li>◦ The Railway Services (Conduct) Rules, 1966.</li> <li>◦ The Railway Servants (Discipline and Appeal) Rule, 1968.</li> </ul>

<p>Paper 2 (for Category Vi)</p>	<ul style="list-style-type: none"> <li>◦ Manual of office procedure (latest edition).</li> <li>◦ Notes on office procedure issued by the Institute of Secretarial Training and Management.</li> <li>◦ Handbook of orders regarding the use of Hindi for official purpose of Home Affairs.</li> <li>◦ Fundamental and Supplementary Rules (A.G.P.&amp;T's comp Swamy's compilation). The Central Civil Services (Pension) Rules.</li> <li>◦ The Central Civil Services (Conduct) Rules.</li> <li>◦ The Central Civil Services (Classification, Control and Appeal) Rules.</li> <li>◦ Central Civil Service (Leave) Rules. Financial Regulations Part I (Revised Edition).</li> </ul>
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Paper 3	<ul style="list-style-type: none"> <li>◦ Candidates are required to prepare notes and drafts on specific problems and précis from a passage.</li> </ul>
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## **UPSC SO Steno Exam Pattern**

As per the UPSC SO Steno exam pattern, there shall be three rounds in the examination. The candidates have to qualify all three to get a name in the UPSC SO Steno result list. Go through the section below to know about the section-wise details of the UPSC SO Steno exam pattern.

### **Written Exam (500 Marks)**

- The examination shall be held in the offline mode i.e. OMR sheet method.
- There shall be three papers in the exam out of which paper 1 and 2 will be objective in nature and part 3 will be descriptive in nature.
- As per the marking scheme, the candidates will get 1 mark for a correct answer and 0.33 marks shall be deducted for wrong answer.

<b>Paper Number</b>	<b>Subject Name</b>	<b>Maximum Marks</b>	<b>Duration</b>

Paper 1	General Studies & General Knowledge of Constitution of India and Machinery of Government, Practice and Procedures in Parliament and Knowledge of RTI Act, 2005.	150 marks	2 hours
Paper 2	Procedure and Practice in the Govt. of India Secretariat and attached offices and General Financial and Service Rules duly taking into account the requirement of relevant categories of services	150 marks	2 hours
Paper 3	Noting and Drafting, Precis writing	200 marks	3 hours
Total		500 marks	7 hours

### **Shorthand Test (Qualifying Marks)**

The candidates who secure the minimum marks in the written exam will be required to appear in the shorthand test. In this round, the candidates have to qualify for the shorthand test in Hindi or English at 100 w.p.m. The shorthand test in English/Hindi would comprise a dictation test at the speed of 100 words per minute which the candidate will be required to transcribe in 40/55 minutes.

### **Evaluation Procedure (100 Marks)**

The last section is the evaluation procedure which shall be held for a total of 100 marks. In this round, the marks obtained in the evaluation of record of service (i.e. APARs of the officers available to the Assessment Board at the time of its meeting) will be counted for ranking. Once the APARs have been evaluated by the Assessment Boards, no request for its reassessment will be entertained under any circumstances including a change in APAR grading, etc. at a subsequent date.

There shall be a minimum of 40% marks in the evaluation of the record of service. Therefore, such candidates who obtain less than 40% marks in the evaluation of record of service will not be considered for ranking